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Office Memorandum • UNITED STATES GOVERNMENT

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TO : Chief, Logistics Office
THRU : Chief, Supply Division/LO
FROM : Acting Chief, Transportation Division/LO

DATE: **APR 6 1953**

SUBJECT: Duties of the Depot Transportation Agent

1. An outline of the duties of the Depot Transportation Agent has been prepared in the Transportation Division in compliance with the request of your office, and is attached.

25X1A

2. This outline was designed so as to be practical for general application at all Agency Depots [REDACTED]

3. It is not intended that approval and adoption of the attached outline preclude the exercise of prerogatives of the Depot Commander in assigning functions and duties to his staff. It is believed, however, that the duties outlined should be assigned to the Depot Transportation Agent if there is a requirement for the performance of such duties and functions at the depots.

4. Further, it is believed that the attached outline of duties of the Depot Transportation Agent will support the establishment of a grade high enough to insure some success in recruiting the experienced personnel necessary to perform the functions of the Depot Transportation Agent.

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Enclosure

LO/TD/PC/JEC:eim
(3 April 1953)

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